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7 UNITED STATES DISTRICT COURT  
8 CENTRAL DISTRICT OF CALIFORNIA  
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10 DAISY ALVAREZ

11 Plaintiff(s),

12 v.

13 CITY OF PASADENA , et al.

14 Defendant(s).  
15  
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CASE NO: 2:25-cv-02490-MWF-PVC

ORDER SETTING SCHEDULING  
CONFERENCE

**Date:** June 9, 2025

**Time:** 11:00 a.m.

**Courtroom:** 5A

18 **READ THIS ORDER CAREFULLY. IT DIFFERS IN**  
19 **SOME RESPECTS FROM THE LOCAL RULES.**

20 This case has been assigned to Judge Michael W. Fitzgerald. This matter is set  
21 for a scheduling conference on the above date. If plaintiff has not already served  
22 the operative complaint on *all* defendants, plaintiff *promptly* shall do so and shall  
23 file proofs of service within three days thereafter. Defendants also timely shall  
24 serve and file their responsive pleadings and file proofs of service within three  
25 days thereafter. At the scheduling conference, the Court will set a date by which  
26 motions to amend the pleadings or add parties must be heard.

27 The conference will be held pursuant to Rule 16(b) of the Federal Rules of  
28 Civil Procedure. The parties are reminded of their obligations under Rule 26(a)(1)



1 to disclose information (without awaiting a discovery request), and under Rule  
2 26(f) to confer on a discovery plan not later than 21 days before the scheduling  
3 conference and to e-file a “Joint Rule 26(f) Report” with the Court not later than 14  
4 days before the conference. Mandatory paper chambers copies of the Joint Rule  
5 26(f) Report must be delivered to Judge Fitzgerald’s drop box located outside of  
6 the Deputy Clerk’s office, on the fourth floor of the courthouse, 350 West 1<sup>st</sup>  
7 Street, by 12:00 p.m. (noon) on the first court day after the e-filing.

8 The Court encourages counsel to agree to begin to conduct discovery actively  
9 *before* the Scheduling Conference. At the very least, the parties shall comply fully  
10 with the letter and spirit of Rule 26(a) and thereby obtain and produce most of what  
11 would be produced in the early stage of discovery, because at the Scheduling  
12 Conference the Court will impose strict deadlines to complete discovery.

13 **This Court does not exempt parties appearing *in propria persona* from**  
14 **compliance with any of the Local Rules, including Local Rule 16.**

15 **“Counsel,” as used in this order, includes parties appearing *in propria***  
16 ***persona*.**

17 **1. Joint Rule 26(f) Report**

18 The Joint Rule 26(f) Report, which shall be filed **not later than 14 days**  
19 before the scheduling conference, shall be drafted by plaintiff (unless the parties  
20 agree otherwise), but shall be submitted and signed jointly. “Jointly” contemplates  
21 a single report, regardless of how many separately-represented parties there are.  
22 The Joint Rule 26(f) Report shall specify the date of the scheduling conference  
23 on the caption page. It shall report on all matters described below, which include  
24 those required to be discussed by Rule 26(f) and Local Rule 26:

25 a. **Statement of the Case:** A short synopsis (not to exceed two pages)  
26 of the main claims, counterclaims and affirmative defenses.

27 b. **Subject Matter Jurisdiction:** A statement of the **specific** basis of  
28 federal jurisdiction, including supplemental jurisdiction.



- 1 c. Legal Issues: A brief description of the **key legal issues**, including  
2 any unusual substantive, procedural or evidentiary issues.
- 3 d. Parties, Evidence, etc.: A list of parties, percipient witnesses and  
4 key documents on the main issues in the case. For conflict purposes,  
5 corporate parties must identify all subsidiaries, parents and affiliates.
- 6 e. Damages: The realistic range of provable damages.
- 7 f. Insurance: Whether there is insurance coverage, the extent of coverage  
8 and whether there is a reservation of rights.
- 9 g. Motions: A statement of the likelihood of motions seeking to add  
10 other parties or claims, file amended pleadings, transfer venue, etc.
- 11 h. Manual for Complex Litigation: Whether all or part of the procedures  
12 of the Manual for Complex Litigation should be utilized.
- 13 i. Status of Discovery: A discussion of the present state of discovery,  
14 including a summary of completed discovery.
- 15 j. Discovery Plan: A detailed discovery plan, as contemplated by Rule  
16 26(f). State what, if any, changes in the disclosures under Rule 26(a)  
17 should be made, the subjects on which discovery may be needed and  
18 whether discovery should be conducted in phases or otherwise be  
19 limited, whether applicable limitations should be changed or other  
20 limitations imposed, and whether the Court should enter other orders.  
21 A statement that discovery will be conducted as to all claims and  
22 defenses, or other vague description, is not acceptable.
- 23 k. Discovery Cut-off: A proposed discovery cut-off date. *N.B.* This  
24 means the final day for **completion of discovery**, including resolution  
25 of all discovery motions.
- 26 l. Expert Discovery: Proposed dates for expert witness disclosures  
27 (initial and rebuttal) and expert discovery cut-off under Rule 26(a)(2).

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- 1           m.     Dispositive Motions: <sup>#57</sup> A description of the issues or claims that any  
2           party believes may be determined by motion for summary judgment  
3           or motion *in limine*.
- 4           n.     Settlement/Alternative Dispute Resolution (ADR): A statement of  
5           what settlement discussions or written communications have occurred  
6           **(excluding any statement of the terms discussed)**. If counsel have  
7           received a Notice to Parties of Court-Directed ADR Program (Form  
8           ADR-08), the case presumptively will be referred to the Court  
9           Mediation Panel or private mediation (at the parties' expense). If the  
10          parties jointly desire a settlement conference with the assigned  
11          magistrate judge, they should so indicate in their report and the matter  
12          will be discussed at the scheduling conference. No case will proceed  
13          to trial unless all parties, including an officer (with full authority to  
14          settle the case) of all corporate parties, have appeared personally at an  
15          ADR proceeding.
- 16          o.     Trial Estimate: A realistic estimate of the time required for trial and  
17          whether trial will be by jury or by court. Each side should specify  
18          (by number, not by name) how many witnesses it contemplates calling.  
19          If the time estimate for trial given in the Joint Rule 26(f) Report  
20          exceeds four court days, counsel shall be prepared to discuss in detail  
21          the estimate.
- 22          p.     Trial Counsel: The name(s) of the attorney(s) who will try the case.
- 23          q.     Independent Expert or Master: Whether this is a case where the  
24          Court should consider appointing a master pursuant to Rule 53 or an  
25          independent scientific expert. (The appointment of a master may be  
26          especially appropriate if there are likely to be substantial discovery  
27          disputes, numerous claims to be construed in connection with a  
28          summary judgment motion, a lengthy *Daubert* hearing, a resolution



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of a difficult computation of damages, etc.).

- r. **Timetable: Complete the Schedule of Pretrial and Trial Dates form attached as Exhibit A to this Order and attach it to the Joint Rule 26(f) Report.** The entries in the “Weeks Before Trial” column reflect what the Court believes are appropriate for most cases and will allow the Court to rule on potentially dispositive motions sufficiently in advance of the pretrial conference. The form is designed to enable counsel to ask the Court to set different (earlier) last dates by which the key requirements must be completed. Each side should write in the month, day, and year it requests for each event. *E.g.*, for the expert discovery cut-off it might be “10/15/12” for plaintiff and “10/29/12” for defendant, if they cannot agree. At the conference, the Court will review this form with counsel. Each entry proposing Court dates shall fall on a Monday, except the trial date, which is a Tuesday. Counsel should insure that requested dates do not fall on a holiday. In appropriate cases the Court will order different dates after it hears from counsel. The discovery cut-off date is the last day by which all depositions must be completed, responses to previously-served written discovery must be provided, and motions concerning discovery disputes must be heard. The cut-off date for motions is the last date on which motions may be **heard**, not filed. The Court is not likely to continue this date and will not do so unless the trial date also is continued.
- s. **Other issues**: A statement of any other issues affecting the status or management of the case (*e.g.*, unusually complicated technical or technological issues, disputes over protective orders, extraordinarily voluminous document production, non-English speaking witnesses, ADA-related issues, discovery in foreign jurisdictions, etc.) and any



proposals concerning severance, bifurcation, or other ordering of proof.

The Joint Rule 26(f) Report should set forth the above-described information under section headings corresponding to those in this Order.

## **2. Scheduling Conference**

Scheduling conferences will be held in Courtroom 5A, 350 West 1<sup>st</sup> Street.

Counsel shall comply with the following:

a. **Participation**: Although the Court would prefer lead trial attorney's attendance at the scheduling conference, it is not required.

However, if lead trial counsel does not attend, any attorney appearing on his or her behalf must be prepared to discuss the case and authorized to address scheduling with the Court and opposing counsel.

b. **Continuance**: A continuance of the scheduling conference will be granted only for good cause.

## **3. Notice to be Provided by Counsel**

Plaintiff's counsel or, if plaintiff is appearing *pro se*, defendant's counsel, shall provide this Order to any parties who first appear after the date of this Order and to parties who are known to exist but have not yet entered appearances.

## **4. Disclosures to Clients**

Counsel are ordered to deliver to their respective clients a copy of this Order and of the Court's trial order, which will contain the schedule that the Court sets at the scheduling conference.

## **5. Court's Website**

Copies of this and all other orders of this Court that may become applicable to this case are available on the Central District of California website, at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov), under "Judge's Procedures and Schedules." Copies

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of the Local Rules are available on the website.<sup>1</sup>

The Court thanks the parties and their counsel for their anticipated cooperation in complying with these requirements.

**IT IS SO ORDERED.**

Dated: May 6, 2025

A handwritten signature in black ink, reading "Michael W. Fitzgerald", is written over a horizontal line.

MICHAEL W. FITZGERALD  
United States District Judge

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<sup>1</sup> They may also be purchased from one of the following:

Los Angeles Daily Journal	West Publishing Company	Metropolitan News
915 East First Street	50 West Kellogg Blvd.	210 South Spring Street
Los Angeles, CA 90012	St. Paul, MN 55164-9979	Los Angeles, CA 90012



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JUDGE MICHAEL W. FITZGERALD

SCHEDULE OF PRETRIAL AND TRIAL DATES WORKSHEET

Case No.				
Case Name				
Matter	Plaintiff(s)' Date mo / day / year	Defendant(s)' Date mo / day / year	Court Order	
[ ] Jury Trial <i>or</i> [ ] Court Trial (Tuesday at 8:30 a.m.) Duration Estimate: ____ Days				
Final Pretrial Conference [LR 16] and Hearing on Motions <i>In Limine</i> (Monday at 11:00 a.m. -- <b>three (3) weeks before trial date</b> )  Motions <i>In Limine</i> must be filed <b>three (3) weeks</b> before this date; oppositions are due <b>two (2) weeks</b> before this date; no reply briefs.				
Event	Weeks Before Trial	Plaintiff(s)' Date mo / day / year	Defendant(s)' Date mo / day / year	Court Order
Last Date to Hear Motion to Amend Pleadings / Add Parties				
Non-Expert Discovery Cut-Off (at least 4 weeks before last date to hear motions)	18			
Expert Disclosure (Initial)				
Expert Disclosure (Rebuttal)				
Expert Discovery Cut-Off	14 *			
Last Date to <b>Hear</b> Motions (Monday at 10:00 a.m.)	14			
Last Date to Conduct Settlement Conference	12			
<u>For Jury Trial</u>  • File Memorandum of Contentions of Fact and Law, LR 16-4 • File Exhibit and Witness Lists, LR 16-5.6 • File Status Report Regarding Settlement • File Motions <i>In Limine</i>	6			
<u>For Jury Trial</u>  • Lodge Pretrial Conference Order, LR 16-7 • File Agreed Set of Jury Instructions and Verdict Forms • File Statement Regarding Disputed Instructions, Verdicts, etc. • File Oppositions to Motions <i>In Limine</i>	5			
<u>For Court Trial</u>  • Lodge Findings of Fact and Conclusions of Law, LR 52, and Summaries of Direct Testimony	3			

\* The parties may choose to cut off expert discovery prior to MSJ briefing.

ADR [LR 16-15] Selection:

☐ Attorney Settlement Officer Panel    ☐ Private Mediation    ☐ Magistrate Judge (with Court approval)

EXHIBIT A